

REAL PROPERTY VOUCHER

VOUCHER NUMBER

NAME OF INSTALLATION

DATE _____

LOCATION

1. STREET

2. CITY OR TOWN

3. COUNTY

4. STATE

5. GEOGRAPHICAL COD

6. GSA CONTROL NUMBE

7. LOCATION

8. IDENTIFY NUMBER

DESCRIPTION OF PROPERTY

9A. USAGE CODE

9B. CLASSIFICATION

10. OTHER IDENTIFYING DESCRIPTIVE DATA

11. TYPE OF TRANSACTION (check one only)

☐ **New Acquisition**

☐ **Transfer Out**

☐ Improvement or Other

☒ Capitalize

☐ **Transfer In**

○ **Disposal**

○ **Construction-In-Progress**

12. AUTHORITY

DATE	PROJECT DESCRIPTION	PROJECT COST	CHANGE IN ASSET VALUE	
			INCREASE	DECREASE

13. Entries or adjustments were made in the real property management records and as appropriate, a copy of this voucher was submitted to the fiscal accounting office for use in posting the asset account.

SIGNATURE

TITLE

DATE _____